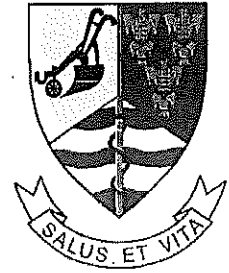


INTERNAL/EXTERNAL ADVERTISEMENT



Bela-Bela Local Municipality invites applications from suitably qualified candidates to fill vacant positions within its establishment.

TECHNICAL SERVICES DEPARTMENT

Divisional Manager Water & Sanitation (Post level 1)

Duration: Permanent

Salary: R 730 029,88 per annum excluding benefits

Notice No: 94/26

Requirements: Grade 12 plus a Bachelor's Degree in Civil Engineering, Chemical Engineering, or Environmental Engineering. Minimum of 5 years' relevant experience in the water and sanitation sector, with at least 3 years at a middle-management or senior supervisory level within a local government or water utility. Valid Code B Driver's License.
Knowledge: In-depth knowledge of the National Water Act, Water Services Act, Municipal Structures Act, and MFMA. Understanding the principles of Integrated Water Resource Management. Innovative thinking. Must have knowledge of BDS/GDS drop system. Thorough knowledge of managing a Water Services Authority, all related roles, responsibilities, requirements and output. Thorough knowledge of Engineering Projects planning processes and Local Government Sector processes. Excellent problem-solving, crisis management (e.g., system failures, droughts, floods), and communication skills. Good project financial costing skills. Excellent communication skills. Excellent report writing and presentation skills.

Key Performance Area: Develop and implement the Water Services Development Plan (WSDP). Oversee the operation, maintenance, and rehabilitation of water treatment works, wastewater treatment works, pump stations, reservoirs, and reticulation networks. Ensure 100% compliance with all national and local water quality standards, waste discharge standards, and environmental permits (e.g., Green Drop, Blue Drop, No Drop certification). Prepare and manage the divisional budget (Opex and Capex). Oversee water demand management, non-revenue water reduction strategies, and the management of external service providers/contractors. Lead or oversee capital infrastructure projects (new connections, upgrades, refurbishments) from conception to practical completion, ensuring time, cost, and quality targets are met. Manage, mentor, and develop a team of engineers, technicians, artisans, and administrative staff. Foster a culture of safety, accountability, and continuous improvement.

Re-Advert Electro Mechanic Fitter & Turner (Post level 6)

Duration: Permanent

Salary: R 343 091,14 per annum excluding benefits

Notice No: 95/26

Requirements: Grade 12 plus N3 Fitter & Turner Certificate. Trade Certificate as Fitter & Turner. Valid Code B driver licence. Computer Certificate; Minimum of three (3) years working experience in the water sector.

Knowledge: The candidate must be physically fit. Good knowledge of hydraulic and pneumatics systems. Basic welding. Excellent communication skills. Ability to work independently and in a team environment

Key Performance Area: Service and repair pressure and level control valves. Responsible for maintenance and repairs of water & sewer pumps. Responsible for general plumbing. Must be able to weld stainless steel, cast iron and mild steel. Brazing & gas welding. Fabricate fittings for pump stations and pipes e.g., brackets. Mechanical fault finding and breakdown repairs on equipment e.g., gearboxes, pumps & couplings. Mechanical fit gearboxes, pumps, pump/motor couplings. Responsible for record keeping of maintenance work. Responsible for on-site health and safety.

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<p>BELA-BELA MUNICIPALITY Corporate Services 11 JUN 2026 Page 117 Private Bag X 1609 Bela-Bela 0480</p>

Artisan Plumber x 2 (Post level 7)

Duration: Permanent

Salary: R 289 422.94 per annum excluding benefits

Notice No: 96/26

Requirements: Grade 12 plus N6/National Diploma in Civil Engineering or equivalent .Trade Certificate as a Plumber is mandatory. Minimum of 2 years' experience in plumbing. Valid Code B driver's licence.

Knowledge and Skills : The candidate must have knowledge of Local Government and its legislation. Excellent interpersonal communication (written and verbal), report writing and presentation skills. Good understanding of strategic planning and performance management as well as monitoring and evaluation.

Key Performance Area: Attend to all plumbing related Instructions as directed by your supervisor. Co-ordinate activities associated with fault finding and repairing faults in various municipal offices. Read and interpret drawings/work orders detailing layout and specifications .Mark routes for the running in and laying of pipes and/ or measure, mark and drill plastered surfaces using handheld power tools. Install valves, flow meters and/or bends, joins and diverts pipes using couplings and/or seam welding techniques .Construct support structures using bricklaying techniques and apply finishing procedures, seal joints and seams and plaster/cover open spaces. Inspect works prior to commissioning and communicate with the immediate superior with regards to tests, adjustments and functionality of the installation .Visually examining seams, joints and welds on piping reticulation and plumbing systems, fixtures and fittings. Complete 'critical inspection point' cycle and attend to the cleaning of drainage systems .Remove and replace valves, seals and filtration devices such as pumps, controlling high- and low-pressure water and wastewater reticulation. Clear blocked drainage systems using high pressure cleaning systems to remove debris/trapped waste in various municipal office.

Supervisor Stormwater Maintenance (Post level 09)

Duration: Permanent

Salary: R 226 580.31 per annum excluding benefits

Notice Number:97/26

Requirements: Grade 10 plus N2 in Civil Engineering/Construction. Valid Code B driver's license, Public Drivers Permit. Must have 2-years relevant experience.

Knowledge and Skills: Ability to work as a team and independently. Integrity is highly recommended. Must be able to take instructions given. Strong communication, interpersonal, problem-solving, and leadership skills are essential. Must be service delivery orientated

Key Performance Area: Providing daily direction and technical guidance to the team, monitoring their work performance and productivity. Conducting regular inspections of stormwater infrastructure, including pipes, culverts, and detention ponds. Provide inputs in the development of maintenance plans, schedules, and budgets for stormwater systems .Construction and maintenance of drainage infrastructure. Conduct proactive cleaning and reactive repairs to reduce flood hazards

TLB Operator (Post level 08)

Duration: Permanent

Salary: R 254 762.15 per annum excluding benefits

Notice Number: 98/26

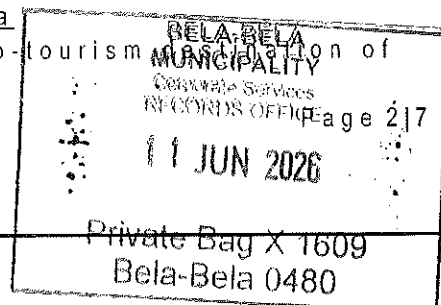
Requirements: Grade 10 plus a Certificate TLB Operator. Valid Code EC1, EC driver's license, Public Drivers Permit. 1-year relevant experience.

Knowledge and Skills: Ability to work as a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communications skills and must be service delivery orientated.

Key Performance Area: Digging trenches, loading materials, site clearing, backfilling, basic maintenance, pre-start inspections, and ensuring safety. Perform driver activities using a vehicle to ensure the transporting of machinery equipment .Drive Trucks and Tractor as and when required (e.g. when municipal driver is on leave or sick) Maintenance and cleaning of machine/vehicles allocated, Check water, oil, etc. according to relevant check list. Adhere to all municipal safety regulations. Operate all equipment in a safe and efficient way according to all relevant policies and procedure.

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Grader Operator (Post level 08)

Duration: Permanent

Salary: R 254 762.15 per annum excluding benefits

Notice Number: 99/26

Requirements: Grade 10 plus Operator Certificate. Valid Code C1 Drivers licence with PRDP. 1-year relevant experience.

Knowledge and Skills: Ability to work as a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communications skills and must be service delivery orientated.

Key Performance Area: Barricade areas using barricading tape, safety cones and signs to ensure safety and prevent access as instructed by supervisor. Perform pre-trip inspections to identify possible defects and failure Operate heavy duty construction machine when constructing roads and grade gravel roads. Drive and manoeuvre the vehicle and engaging controls to operate mechanisms to facilitate specific grading and levelling sequences. Grade dirt roads in layers during construction activities using grader. Inspect the operation regularly in accordance to established standards.

Tipper Truck Driver x 2 Post level (10)

Duration: Permanent

Salary: R 207 303.10 per annum excluding benefits

Notice Number:100/26

Requirements: Grade 10 plus Operator Certificate. Valid Code C1 Drivers licence with PRDP. 1-year relevant experience.

Knowledge and Skills: Ability to work as a team and independently. Integrity is highly recommended; must be able to take instructions given; should have good communications skills and must be service delivery orientated.

Key Performance Area: Receiving instructions and details of tasks/requirements from the immediate supervisor. Ability to operate the Tipper truck professionally. Inspecting safety devices, controls lubricants levels on the equipment and verbally report defects to the supervisor. Washing and cleaning the Tipper Truck, transport construction material and attend to the basic removal/replacement of defective parts e.g., tires etc. Communicating with the Supervisor on site and confirming requirements/specifications. Driving and maneuvering the Truck and engaging controls to operate mechanisms to enable transport material and off load.

SOCIAL & COMMUNITY SERVICES DEPARTMENT

By Law-Enforcement Officers x2 (Post level 07)

Duration: Permanent

Salary: R 289 422.94 per annum excluding benefits

Notice Number:101/26

Requirements: Grade 12 plus Basic Training in Law Enforcement / Policing/ Security and as Peace Officer. A valid Code B driver's license. Must have at least 2 years relevant work experience in the field (preferably in law enforcement). Must be medically, mentally and physically fit to perform all law enforcement functions. No criminal record.

Knowledge and Skills: Community and customer focus. Must have problem solving skills. Must ability to communicate effectively verbally and in writing. Must be able to work under pressure. Good Interpersonal relationships skills. Service delivery orientation and customer focus.

Key Performance Area: Issue notices, warnings, spot fines and effect arrests for municipal by-laws violations and other legislative prescripts. Present evidence in court. Maintaining all records and registers applicable and compiling accurate reports and/or statements of incidents where necessary. Undertake foot and mobile patrols as directed. Collaborate with the South African Police Services (SAPS), Fire and Traffic departments. Enforces municipal by-laws, appropriate legislation (Illegal squatting, water restriction control, public nuisances, keeping of animals, informal trading, advertising regulations, etc.) conditional approvals, road traffic and safety regulations.

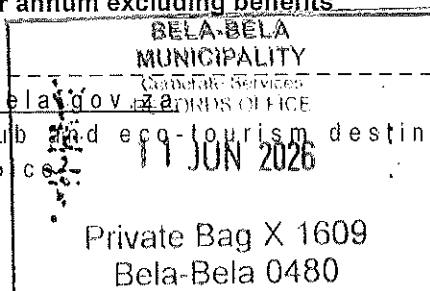
Process Clerk (Post Level 8)

Duration: Permanent

Salary: R 254 762.15 per annum excluding benefits

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Notice Number: 112/26

Requirements: Grade 12 plus National Diploma Financial Management/N6 in Financial Management/ Accounting or relevant equivalent qualification. Minimum of 1-year relevant working experience.

Knowledge and Skills: Must have good report writing skills. Must be able to work independently, under pressure and meet deadlines. The candidate must have working knowledge of computers and electronic data processing, and an ability to communicate effectively verbally and in writing.

Key Performance Area: Provide administrative and clerical support for the Public Safety Division, capturing, filing and recording of traffic notices, administration of warrants of arrests and providing receiving payment of fines. Receive daily traffic notices and record notice number and name of offender to personnel files of the respective Traffic Officer. Capture notice details in the Traffic Management System. Issue receipts for payments of traffic fines at the Municipality and bank cash. Participate in roadblocks to scan licenses using the system. Monitor of fine payments. Compile periodic reports with regards to traffic fines administration.

Divisional Manager Public Safety (Post level 01)

Duration: Permanent

Salary: R 730 029.88 per annum excluding benefits

Notice No: 114/26

Requirements: Grade 12 plus a B Degree/BTech in Traffic Management, or equivalent. Must be Registered with the Department of Transport. A valid Code EB/B Driver's License. Must have at least 5 years relevant working experience. No criminal records

Knowledge and Skills: Good management, human relations, interpersonal and communication skills. Extensive knowledge and understanding of community services and public safety functions. Sound knowledge of the National Road Traffic Act, local municipal bylaws, and safety and security legislation. Extensive Planning management skills, good interpersonal skills, negotiation skills, and analytical skills. Excellent communication and report writing skills, Extensive knowledge, and understanding of local government-related legislation.

Key Performance Areas: Management of the Public Safety Division to ensure the effective and efficient utilisation of resources. Planning and coordination of work and workflow in the division to ensure that work is performed according to work plan to maintain proper control. Monitor the utilisation of the budget to ensure that expenditure is effectively managed and efficiently deployed within the timeframes. Manage and coordinate municipal traffic service functions Law enforcement traffic transgression and municipal by-laws. Plan and facilitate law enforcement operations and ensure that all traffic regulations and laws are effectively enforced. Manage development and implementation of the traffic management plan. Develop short, medium and long-term traffic law enforcement strategies.

PLANNING & ECONOMIC DEVELOPEMNT DEPARTMENT

Re-Advert Town Planner (Post level 4)

Duration: Permanent

Salary: R461 293.31 per annum excluding benefits

Notice Number: 102/26

Requirements: Grade 12 plus a three-year Diploma/ National Diploma in Town & Regional Planning or equivalent qualification. Minimum of 2 years working experience in relevant field. Valid Code B Drivers Licence.

Knowledge and Skills: Thorough knowledge of Town and Regional planning, GIS and IDP planning processes and Local Government Sector processes. Sound knowledge of research and analytical theories and practices. Project management certificate. Good communication skills. Good report writing and presentation skills.

Key Performance Area: Coordinate, compile, implement and review the Spatial Development Framework and Land Use Scheme. Administer /process land development applications in terms of various legislation including township establishment, rezoning, subdivision. Support formulation of Spatial and Land Use planning policies and related studies. Provide professional planning input to all development, planning and related application. Assist with the processing of alienation of municipal land facilitate the process of ensuring security of tenure. Manage and monitor implementation of municipal spatial and land use projects

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LED Clerk (Post Level 8)

Duration: Permanent

Salary: R 254 762.15. per annum excluding benefits

Notice No:103/26

Requirements: Matric Certificate and National Certificate in Local Economic Development /Office Administration or equivalent. Minimum of 2 years relevant experience. Computer literacy and a Valid Driver's License.

Knowledge & Skills: Computer skills with extensive knowledge of Microsoft office package; Good interpersonal and Communication Skills.

Key Performance Area: Provide support and assist with all administrative duties required by the LED team. Assisting in the development and implementation of LED and Tourism strategies. Marketing local economic opportunities and tourism. Coordinating LED/Tourism sub-committees. Investigating and preparing reports on LED and tourism projects. Handling correspondence and maintaining project-related records. Liaising with government departments, businesses, and community groups.

BUDGET & TREASURY DEPARTMENT

Chief Accountant Credit Control & Debt Collection (Post Level 3)

Duration: Permanent

Salary: R 484 788.21 per annum excluding benefits

Notice No: 104/26

Requirements: Grade 12 plus National Diploma in Accounting /Financial Management or relevant/equivalent qualification. Must have 3 years of relevant experience. A valid Code B driver's license. No criminal record.

Knowledge & Skills: Must have sound knowledge of the Municipal Finance Management Act (MFMA). Deep knowledge of the Municipal Systems Act, Municipal Finance Management Act (MFMA), and municipal by-laws regarding credit control and indigent support. Knowledge of Credit Control and Debt Management Policies and Procedures is essential. Be Computer Literate. Good financial management skills. Must have good report-writing skills. Must be able to work independently, under pressure and meet deadlines.

Key Performance Area: The incumbent will be responsible to administer council's credit control and debt collection policy in a manner, which is focused on obtaining maximum returns whilst considering unique cases of poverty and unemployment. Implement comprehensive debt management strategies to ensure financial sustainability. Communicates policies to subordinate and other role players in writing or verbally. Develop and implement work procedures, standards and performance outputs by regular evaluation. Communicates workflows, procedures and job manuals to subordinates. Plan section activities by setting due dates, schedules working arrangements. Evaluate and improves control measures in verifying the accuracy of information prior to the disconnection. Co-ordinates and controls the rendering of final notices to ensure compliance with Council's policy. Coordinates and controls the key performance areas and results indicators associated with the Revenue Section (Credit Control, Rates & Debt Collection) through the application of accounting procedures in terms of Council's Credit Control Policy by attending to the verification, reporting, processing and reconciliation of account receivable transactions.

Chief Accountant Budget & Reporting (Post Level 3)

Duration: Permanent

Salary: R484 788.21 per annum excluding benefits

Notice Number:105/26

Requirements: Grade 12 plus National Diploma in Accounting /Financial Management or relevant/equivalent qualification. Must have 3 years of relevant experience. A valid Code B driver's license. No criminal record.

Knowledge & Skills: The candidate must have practical knowledge of Local Government Legislation, particularly the Municipal Finance Management Act and GRAP. Must be ethical and professional, have good communication (verbal and writing) skills. Must have report writing and presentation skills. Must be able to handle highly pressurized situations. Must have ability to identify variances, forecast revenue and expenditure, and assess municipal financial viability. Must be able to translate complex financial data into actionable presentations

Key Performance Area: Facilitate the preparation of the capital and operating budgets in accordance with financial policies and procedures. Develop a timetable of all key deadlines relating to the budget in order to meet National Treasury guidelines and communicate to the Heads of Departments. Consolidating departmental inputs into operational and capital budgets, loading budgets into the financial system, and investigating financial variances. Verify that all

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Bela-Bela 0480

spending is in accordance with the budget in order to avoid overspending. Preparing accurate monthly, quarterly, mid-year, and annual financial reports and statements to guide management decisions. Facilitate submissions for adjustments. Analyse financial models and ratios in respect of income. Reviewing general ledger reconciliations and coaching the finance team.

Property Rates Officer (Post Level 6)

Duration: Permanent

Salary: R 343 091,14 per annum excluding benefits

Notice No: 106/26

Requirements: Grade 12 plus National Diploma in Accounting /Financial Management or relevant/equivalent qualification. Must have 2 years of relevant experience. A valid Code B driver's license. No criminal record.

Knowledge & Skills: Must have sound knowledge of the Municipal Finance Management Act (MFMA). Deep knowledge of the Municipal Systems Act, Municipal Finance Management Act (MFMA), and municipal by-laws regarding credit control and indigent support. Knowledge of Credit Control and Debt Management Policies and Procedures is essential. Be Computer Literate. Good financial management skills. Must have good report-writing skills. Must be able to work independently, under pressure and meet deadlines.

Key Performance Area: Ensure that the correct property information is reflected in the billing system. Processing property /land valuation change records on the billing system. Processing of change of ownership records. Processing rates rebate applications. Maintain Government Rates Account Portfolio. Monitoring and updating the Interim Valuations Roll by ensuring that this reconciles with the Valuation Control Book to ensure that the data is verified and correct. Processing of Rates Clearance Certificates · Transfer Dees · Issuing of journals · Refund credit on debtor accounts · Ensure that the Valuations Roll balances and is kept up to date and complies with the Valuations Ordinance. Verifying that all receipts are capture to the financial system. Posting transactions to general ledger and completing trial balance to balance with general ledger.

CORPORATE SERVICES DEPARTMENT

Senior Human Resources Officer (Post Level 3)

Duration: Permanent

Salary: R484 788.21 per annum excluding benefits

Notice Number: 107/26

Requirements: Grade 12 plus National Diploma in Human Resources, Public Administration/Public Management or equivalent. Must have 3 years' relevant experience in a human resources administration environment. A valid Code B driver's license. No criminal records

Knowledge: Deep understanding of municipal, public sector, and national labour laws (e.g., LRA, BCEA, OHS Act. Ability to draft, interpret, and implement HR policies and plans tailored to the municipality. Excellent administrative, communication, organizational and interpersonal skills. Computer literacy. Decision-making capabilities. Professional and ability to maintain confidentiality, Able to work under pressure. Ability to lead the team. Reporting writing skills.

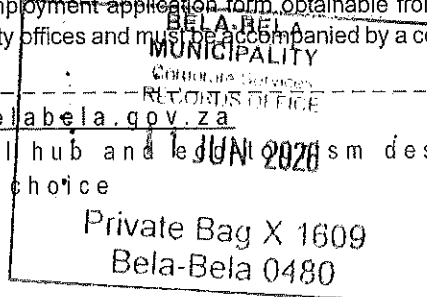
Key Performance Area: Facilitate the recruitment and selection process. Administer leave. Develop and update staff establishment. facilitate the Organizational Design and change management process . Administer appointments and terminations of employees. Scheduling and presenting the induction programs to new engagements, providing information on the functions of the organisation, benefits and rules and procedures. Ensure employee benefits are processed in line with policies. Draft, implement and review human resources related policies. Monitor creation of personnel files of new employees for record keeping. Assist with development, implementation and maintenance of organisational improvement service, norms, standards, workforce planning and policy enhancement. Monitoring and maintaining effective systems for leave, employee benefit administration etc .

The Municipality reserves the right not to fill the advertised position.

Applications should be submitted on an official employment application form, obtainable from the Municipal Website www.belabela.gov.za or Bela-Bela Local Municipality offices and must be accompanied by a comprehensive curriculum

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vitae, certified copies of academic qualifications, Identity Document and Driver's License. Short-listed candidates will be required to produce original copies of qualifications and identity documents on or before the appointment.

NB: The successful candidate will be subjected to security vetting, required to submit a disclosure of financial interest, and be expected to sign an employment contract and performance agreement.

Correspondences will only be entered into with short-listed candidates. Applicants will be penalized for canvassing. Please forward all applications to: The Municipal Manager, Bela-Bela Local Municipality, Private Bag X1609, Bela-Bela 0480, or applications may be hand delivered at the Municipal Offices, Main Building, Records Office (1st Floor) 57 Chris Hani Drive, Bela-Bela. Faxed or e-mailed applications will not be considered.

Enquiries must be directed to Ms.ME Mathe at 014 736 8000 during office hours.

CLOSING DATE: 26 June 2026 AT 16H00.



MR. RAMAGAGA T. G
MUNICIPAL MANAGER

09/06/2026
DATE

